

STATINTL

This Notice Expires 1 February 1956

NOTICE  
NO. [REDACTED]

PERSONNEL  
1955

*Center this please!*

INTERVIEWS WITH PERSONNEL CONSIDERING RESIGNATION

1. The retention of competent employees in positions offering opportunity for effective utilization of their skills and abilities is a major objective of the Agency's program of personnel management. Regulation No. [REDACTED] requires that careful consideration be given to the reasons offered by an employee for his proposed resignation in order that every effort can be made to resolve any difficulties which might cause the Agency the unnecessary loss of a qualified and competent individual.

2. If a potentially valuable employee is considering resignation because he is located in an assignment not commensurate with his qualifications or because he is unable to adjust himself to a specific work situation, every effort is made to adjust the situation through counseling, reassignment, or other appropriate action. However, such efforts are generally of little use if an individual has already reached a decision to resign or has already taken action to resign. It is therefore of great importance that supervisory personnel be alert to indications of dissatisfaction of capable employees and to take action promptly as appropriate. The Office of Personnel is available to assist in such matters by providing placement and counseling service.

3. Frequently, however, immediate and intermediate supervisors are failing in their obligations to take effective and timely action, and as a result, the interview conducted by the Office of Personnel occurs so late that no action can be taken to retain the employee. The interview procedure is profitable only if the supervisor sees to it that employees who contemplate leaving the Agency are referred to the Office of Personnel before their plans for leaving are made firm.

4. Accordingly, it is requested that all supervisors pay particular attention to the immediate referral of any employee to the Office of Personnel who expresses job or other dissatisfaction which cannot be resolved through normal supervisory channels.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

SIGNED

*L. H. White*  
Deputy Director (Support)  
(Support)

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